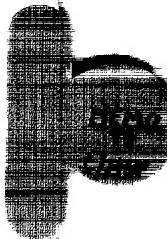


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MEMORANDUM FOR: Chief, Management Staff

FROM: Chief, Records Management Staff

SUBJECT: Report on File Workshops

1. Three Filing Workshops, one for each major component, were conducted by the Office of Training in cooperation with this Staff recently. Over 126 Agency personnel in GS Grades 3 thru 12, from 31 offices attended.

2. These Filing Workshops were internal training refresher courses for files Supervisors and employees engaged in filing work. With OTR Instructor [redacted] each group studied the Agency's Subject Numeric Filing System and practiced classifying sample correspondence.

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3. The Records Management instructions included talks on efficient filing principles and file installation techniques by Records Analyst [redacted]. Each student was given a kit with handbooks and other useful filing aids. Our Records Analysts [redacted] assisted in conducting clinics to solve specific filing problems presented by the students.

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4. A Critique Form was completed by the students after each Workshop. Additional follow up was provided by component Records Officers and requests received by this Staff.

5. I have found that the students were enthusiastic about the training offered and the method of presentation. Practically every major office was represented and the grade level spread was equally encouraging. From Operating Offices, especially in DD/P, we have recently received requests for technical assistance which indicate to me a growing awareness and appreciation for Records Management as well as support of our Program.

6. In conclusion, I am pleased to refer to you the attached details on these Filing Workshops.

[redacted]

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Enclosures